

**Cayuga County Community College
Auburn, New York**

Minutes of the regular meeting of the Board of Trustees held Thursday, August 15, 2019 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present:	Ms. Marian Brown, Chair Dr. Linda Van Buskirk Ms. Melina Carnicelli Ms. Stephanie Hutchinson Mr. John Klink Mr. Tony Franceschelli Mr. Dan Charles	Excused:	Mr. John Camardo Hon. Pat Mahunik
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Present in Auburn:

Dr. Brian M. Durant, President
Dr. Ron Cantor, Vice President of Academic Affairs and Provost
Jeff Rosenthal, Vice President of Student Affairs
Tom Corcoran, Director of Human Resources
Marie Nellenback, Comptroller
Eric Zizza, Faculty Assoc. Pres.
Sue Orman, APG Rep
JoAnn Harris, Co-President ESP
Theresa Rogalski, Co-President ESP
Dan O'Neil, Maintenance Union Rep
Stan Swizdor, Help Desk Services
Guy Cosentino, CCCC Foundation Executive Director
Pam Heleen, Exec. Asst. to the President, Sec'y to the Board

Present from Fulton:

Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Rebecca Devendorf, Assistant Registrar, APG Rep

Also Present: Kelly Rocheleau, Auburn Citizen
Hon. Charlie Ripley, Cayuga County Legislator

Ms. Brown called the meeting to order at 8:00 a.m.

1.0 COMMENTS FROM THE PUBLIC

None

9.0 EXECUTIVE SESSION

At 8:01 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel, real estate, and collective bargaining issues. The Board will take action after Executive Session. The motion to adjourn into Executive Session was made by Dr. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:34 a.m. following a motion by Ms. Brown, seconded by Ms. Hutchinson and carried following a unanimous voice vote.

2.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda as a motion to approve which consisted of the July 18, 2019 Regular Board Meeting minutes, the July 2019 Monthly Bills totaling \$1,720,648.90, and Stipend Lists #23 and #24 totaling \$342,040.14

Dr. Van Buskirk seconded the motion to accept the Consent Agenda. The motion carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson reported that meeting notes were in the Board packet. A presentation by our new insurance broker, USI Insurance was held on August 13 with Dr. Durant, Stephanie Hutchinson, and Marian Brown. Recommendations were made to ensure proper coverage and to focus on enterprise risk management. Details are still being finalized.

Ms. Hutchinson presented the following resolutions as motions to approve:

3.1.1 FACULTY APPOINTMENT

RESOLVED, that Danielle Moran, be appointed to an Auburn 10-month tenure track faculty position of Assistant Professor of Nursing, effective with the 2019-2020 academic year at an annual base salary of \$65,797.

Dr. Van Buskirk seconded the motion that carried following a unanimous roll call vote.

3.1.2 REGISTRAR POSITION GRADE CHANGE

RESOLVED, that the Administrative Professional Group position of Registrar be changed from a Grade 6 to a Grade 7.

Mr. Klink seconded the motion that carried following a unanimous voice vote.

3.1.3 INSTITUTIONAL RATES FOR PART-TIME AND VARIABLE HOURS POSITIONS

RESOLVED, that hourly rates of pay for the following Classified Civil Service part-time and variable hours positions be adopted effective September 1, 2019:

Typist - \$17.00
Office Machine Operator - \$17.00
Library Clerk - \$17.00
Custodian - \$17.50
Account Clerk-Typist - \$17.55
Maintenance Helper - \$17.80
Public Safety Officer II - \$23.00

Dr. Van Buskirk seconded the motion that carried following a unanimous roll call vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Finance & Audit Committee (continued)

3.1.4 EXECUTIVE SALARY INCREASE

WHEREAS, in compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Executive Staff be increased by 1.9% to an employee's base salary effective September 1, 2019 to be allocated on a biweekly payroll basis.

Mr. Klink seconded the motion that carried following a unanimous roll call vote.

3.1.5 MANAGERIAL AND CONFIDENTIAL SALARY INCREASE

WHEREAS, in compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Managerial and Confidential Staff be increased by 1.9% to an employee's base salary effective September 1, 2019 to be allocated on a biweekly payroll basis.

Ms. Carnicelli seconded the motion that carried following a unanimous roll call vote.

3.1.6 TO AUTHORIZE THE ACTING TREASURER TO MAINTAIN A BANKING RELATIONSHIP AT BANK OF AMERICA

WHEREAS, Cayuga Community College currently conducts banking services with Bank of America, and

WHEREAS, Cayuga Community College currently conducts banking in the ordinary course of business and the majority of the business is done electronically, and

WHEREAS, it is necessary to establish and document banking authority and functions within the College, now let it be

RESOLVED that the Board of Trustees of Cayuga Community College hereby approves the Acting Treasurer to maintain an account at Bank of America with all necessary and appropriate documentation. The authorized signers on the bank account will be the Chairman of the Board of Trustees and the Acting Treasurer. The authorized users on the established bank account will include the Chairman of the Board of Trustees, the Acting Treasurer, and the Assistant Comptroller.

Dr. Van Buskirk seconded the motion. Ms. Carnicelli made a motion to change the reference in the last paragraph from "Chairman" to "Chair." Ms. Hutchinson seconded the motion. The original motion with the edit carried following a unanimous voice vote.

3.2 Governance & Planning Committee

Ms. Carnicelli reported that meeting notes were in the Board packet. The following resolutions were put forward:

3.2.1 JEANNE CLERY ACT - DISCLOSURE OF SECURITY AND CAMPUS CRIME STATISTICS POLICY

RESOLVED, that the Cayuga Community College Board of Trustees adopt the updated Jeanne Clery Act - Disclosure of Security and Campus Crime Statistics Policy in accordance with United States Code, New York Education Law, and New York State Education Department Regulations. The effective date of the updated policy is September 1, 2019.

Also, let it further be **RESOLVED**, that Cayuga Community College Board of Trustees charge College Administration with ensuring that said policy be incorporated into the College's annual policy review and certification process.

The motion to approve the resolution was made by Dr. Van Buskirk, seconded by Ms. Hutchinson, and carried following a unanimous voice vote.

3.2.2 ACCESS TO CAMPUS FACILITIES POLICY

RESOLVED, that the Cayuga Community College Board of Trustees adopt the updated Access to Campus Facilities Policy, which establishes mandatory procedures regarding facilities access, lockout re-admittance, and control over keys, lock combinations and other access control devices. The effective date of the updated policy is September 1, 2019.

Also, let it further be **RESOLVED**, that Cayuga Community College Board of Trustees charge College Administration with ensuring that said policy be incorporated into the College's annual policy review and certification process.

The motion to approve the resolution was made by Dr. Van Buskirk, seconded by Ms. Hutchinson, and carried following a unanimous voice vote.

3.2.3 ADMISSION OF PERSONS WITH PRIOR FELONY OFFENSES POLICY

RESOLVED, that the Cayuga Community College Board of Trustees adopt the updated Admission of Persons with Prior Felony Offenses Policy that adheres to standards set forth by the State University of New York policy number 3200, which prohibits University-wide and individual SUNY campus admission applications from inquiring into an applicant's prior criminal history. The effective date of the updated policy is September 1, 2019.

Also, let it further be **RESOLVED**, that Cayuga Community College Board of Trustees charge College Administration with ensuring that said policy be incorporated into the College's annual policy review and certification process.

The motion to approve the resolution was made by Dr. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant provided the following highlights:

- Orientation begins this week for the fall semester in Fulton.
- The men's soccer team has been practicing at Falcon Park.

4.1 President's Report - CONTINUED

4.1.1 President - CONTINUED

- Cayuga's new Culinary Center was selected for DRI funding. The selection shows significant support for the initiative. The curriculum is fully approved and design planning is underway.
- The new childcare center will open on time for a fall start. Ribbon cutting is scheduled for September 12.
- We are a partner in a project for the City of Fulton DRI. The \$10 million dollar award for Fulton will be transformative and we will be looking for opportunities to contribute to the process.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the packet. His objective going forward will be to engage in the integration of all programs and delivery modes.

4.1.3 **Administration and Finance Report:** In the packet Tom Corcoran gave an update on the Supervisor's Leadership Conference. 34 participants discussed professional development needs. The session was based on the focus groups led by St. John Fisher doctoral candidates. Change management and accountability were topics of discussion. Evaluation of event is going on now.

4.1.4 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. He highlighted the following information:

- It is a very busy time of year and he acknowledges everyone's hard work.
- Enrollment is as predicted. Next month, we will have a better sense of where we will land for fall enrollment.
- Lattimore Hall is full. This may be an indication that we are recruiting student (athletes) from outside the area. The Engagement Office can provide guidance for other housing options.

4.1.5 **Student Trustee:** Mr. Charles highlighted the following information:

- Student orientation in Fulton and Auburn is scheduled for August 15, 16, 22 and 23.
- Fulton and Auburn SGO just completed two days of leadership training.

4.1.6 **CCC Foundation:** Mr. Cosentino highlighted the following information:

- Thanks to all who attended the President's Circle Dinner.
- Annual employee appeal is out.
- The Presidential and Emerson scholar luncheon is at the end of September.
- Kimberly Sbelgio is leaving the Foundation Office.
- Craft Fair is scheduled for the first weekend in December.
- The Gettysburg trip is sold out.

5.0 **OLD BUSINESS**

None

6.0 NEW BUSINESS

- 6.1 Ms. Brown accepted the resignation of Trustee Angela Daddabbo with regret and wished her well.

Ms. Brown requested a motion to amend the agenda to add three items to “New Business:”

- 6.2 Additional Responsibilities and Compensation - Corcoran and Rosenthal
6.3 Additional Responsibilities and Compensation - Heleen
6.4 Temporary Appointment - Chief Financial Officer/Treasurer

Dr. Van Buskirk made the motion to add the items; Ms. Carnicelli seconded the motion; the motion carried unanimously following a unanimous voice vote.

6.2 ADDITIONAL RESPONSIBILITIES AND COMPENSATION

RESOLVED, effective August 1, 2019 in recognition of additional responsibilities assumed due to the vacant Vice-President of Administration/Treasurer position, the annual salary for the following employees is established:

- Thomas J. Corcoran, Director of Human Resources - \$92,500 (Management Confidential)
- Jeffrey Rosenthal, Vice-President, Student Affairs - \$120,000 (Executive)

Ms. Brown made the motion to approve the resolution; Dr. Van Buskirk seconded the motion. All additional responsibilities are related to the temporary staffing plan for Dr. DoBell’s vacancy. An internal communication will be sent out. Dr. Van Buskirk made a motion to add the title, “Treasurer” to the position identified. Ms. Carnicelli seconded the motion, which was carried following a unanimous voice vote. Ms. Hutchinson made a motion to approve the resolution as amended; Ms. Brown seconded the motion, which was carried following a unanimous roll call vote.

6.3 ADDITIONAL RESPONSIBILITIES AND COMPENSATION

RESOLVED, effective August 1, 2019 in recognition of additional responsibilities assumed due to the vacant Vice-President of Administration/Treasurer position, the annual salary for the following employees is established:

- Pam Heleen, Executive Assistant to the President - \$63,000 (Management Confidential)

Ms. Brown presented this resolution as a motion to approve. Ms. Hutchinson seconded the motion, which was carried following a unanimous roll call vote.

6.4 TEMPORARY APPOINTMENT - CHIEF FINANCIAL OFFICER/TREASURER

RESOLVED, the Board of Trustees authorizes President Brian M. Durant to establish the position of Chief Financial Officer/Treasurer and provides the authority to make an appointment within the established salary range.

7.0 COMMUNICATIONS

- 7.1 **TRUSTEES’ MEMORIAL SCHOLARSHIP RECIPIENT**
Noted in packet.

8.0 INFORMATION
In the Board Packet

10.0 ADJOURNMENT

Ms. Hutchinson moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 9:11 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees